

Request for Access to Personal Health Information

Information and Instructions

Only the patient, substitute decision maker (SDM), or authorized legal representative may make requests for access to patient personal health information. We provide access to personal health information, unless a legal exception applies. We review all health record access requests, and make every effort to respond to each request within thirty (30) days of receipt of the request.

Please complete this form and submit the completed request to the Release of Information Specialist (address below) or by email:

relinfo@stjoes.ca

* For information about our privacy protection practices visit our website at www.stjoes.ca/privacy

Part A: Patient / Requestor Information

Name: _____
First Last Initials

Address: _____
Street Unit/Apt. # City / Province Postal Code

Telephone Number: _____ Date of Birth: _____
yyyy/mm/dd

Email Address: _____

If you are the substitute decision maker (SDM), please provide your contact information and append copies of documentation confirming your authority:

Name: _____
First Last Initials

Address: _____
Street Unit/Apt. # City / Province Postal Code

Telephone Number: _____ Date of Birth: _____
yyyy/mm/dd

Email Address: _____

Part B: Access Request

Please describe what information you are looking for and include details that will help us locate your record (Example: dates, name of healthcare provider, etc. - 1500 character limit).

How would you prefer to access this information? Please indicate with a check mark.

- Receive photocopies of originals Receive records by secure email

NOTE: All requests are subject to a \$30 processing fee and additional copying fees where applicable.

Signature (type or sign)

Printed Name

Title

Date (yyyy/mm/dd)

Charlton Campus
50 Charlton Ave., East,
Hamilton, ON, Canada L8N 4A6
Tel: 905.522.1155 x 33417
Fax: 905.521.6096

King Campus
2757 King Street East
Hamilton, ON, Canada L8G 5E4
Tel: 905.522.1155

West 5th Campus
100 West 5th Street
Hamilton, ON, Canada L8N 3K7
Tel: 905.522.1155 x 35504
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